

- ~~5.3.17 If the DR considers the 1<sup>st</sup> compliance inspection reports under Clause 5.3.12 and the documents under Clause 5.3.16 in order, he shall within 2 weeks of the date of receipt endorse the reports and advise the Consultant in writing. If requested by the DR, the Consultant shall be responsible for rectification of any errors or mistakes identified in the above documents and re-submission within 2 weeks of the date of receipt of the request.~~
- 5.3.18 All the costs incurred in the preparation of the aforesaid documents shall be borne by the Consultant except as otherwise provided for in Clause 5.5.2.
- 5.3.19 Unless otherwise instructed by the DR, the Consultant shall continue to provide his services for an extended period of 8 weeks commencing after the date of endorsement of the 1st Compliance Inspection Report. Services provided during this 8 weeks extended period shall not be qualified as additional services stipulated under Clause 5.5. In this connection, the compliance stage is deemed to include the aforesaid 8 weeks extended period and multiple compliance inspections shall be expected from the Consultant.
- 5.3.20 At the end of the extended period as noted in Clause 5.3.19 above, the Consultant shall carry out a 2<sup>nd</sup> compliance inspection and the Consultant shall also prepare and submit the following documents together with the 2<sup>nd</sup> Compliance Inspection Report detailing all outstanding matters in respect of this Assignment on each target building for the approval / signature of the DR: –
- (a) Compliance letters to those owners who have complied with the orders served on them;
  - (b) Warning letters of designated formats (on colour paper as to be instructed by the DR) to those defaulted / partial complied owners;
  - (c) An inspection statement prepared and signed by the inspecting officers; and
  - (d) A properly signed statement (in a format as to be agreed with DR) for prosecution of defaulted owners.
- 5.3.21 The DR shall within 2 weeks of receipt of the 2<sup>nd</sup> Compliance Inspection Report inform the Consultant in writing if the report is acceptable. If requested by the DR, the Consultant shall be responsible for rectification of any errors or mistakes identified in the 2<sup>nd</sup> Compliance Inspection Report and re-submission within 2 weeks of the date of receipt of the request. Upon the endorsement of the 2nd Compliance Inspection Report of a particular target building (or a batch of target buildings), the service required on that building should be considered as completed and de-listed for the purpose of this Agreement. Upon the endorsement of all the reports or any other re-submitted report(s) and the satisfactory completion of all outstanding works as required under this Brief, the DR shall issue a Completion Letter to the Consultant signifying the conclusion of the Agreement.

~~Consultant should make every effort to liaise with owners/occupants to overcome such problems and carry out inspections after office hours whenever necessary.~~

- 6.3 The Consultant shall make at least 3 attempts to gain access to internal units for inspections if necessary. If the Consultant is still unable to gain access for inspection, he shall notify the DR for a decision on the appropriate course of action to be taken.
- 6.4 The Consultant if identifies on site at the Survey Stage that the existing condition of a target building is substantially deviates from the approved plans e.g. the building has been demolished/ is to be demolished or undergoing substantial addition and alteration works, the Consultant shall notify the DR for a decision. The DR may order an exchange / replacement of the target building of similar natures as may be necessary or delete the building from the target building list or whatever action he deem necessary. If the building is deleted from the target building list, the tendered lump sum fee shown on the Section B(a) of the Fee Proposal shall be reduced on a proportional basis (according to the number of Target Buildings) and the Consultant is only entitled for an abortive visit charge.

## **7. Response to Queries**

- 7.1 Throughout the Assignment, the Consultant shall respond to all enquiries, either made directly to the Consultant or referred by the DR, by various means such as letters, telephone, fax or E-mails from owners or their representatives on matters relating to the Assignment promptly within 3 working days. The means of reply shall commensurate with the same means by which the enquiry is addressed. Verbal enquiries and replies shall be recorded in writing. All enquiries addressed in English shall be replied in English, likewise for Chinese. All written correspondences should be copied to the DR.
- 7.2 Subjects on Government policy, selection criteria, rationale of Government action and other enquiries not relating to the Assignment shall be directed back to the DR forthwith for reply.
- 7.3 The Consultant shall establish a systematic communication record system in order to properly maintain the records of all enquiries and his responses. A copy of the records should be submitted to the DR together with the monthly progress report as provided under Clause 9.

## **8. Programme of Implementation**

- 8.1 The date for commencement of the Assignment shall be the date of signing the Agreement.

- 8.2 The Assignment shall deem to be completed when the 2<sup>nd</sup> Compliance Inspection Report stipulated under Clause 5.3.21 is endorsed by the DR and a Completion Letter is issued. Notwithstanding this, the Consultant shall continue to provide the additional services set out in Clause 5.5.

- ~~8.3 The Consultant shall produce and submit the programme referred to in Clause 26 of the General Conditions of Employment in draft form and to meet the programme in this Clause within 2 weeks of the commencement of the Assignment detailing the~~